



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF REGULATORY BOARDS  
ALARM SYSTEMS CONTRACTORS BOARD  
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR  
NASHVILLE, TN 37243-1168  
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File #: \_\_\_\_\_

Xact #: \_\_\_\_\_

## ALARM SYSTEMS CONTRACTORS BOARD NOTICE OF TERMINATION AND/OR TRANSFER



Check one: ☐ TERMINATION ☐ TRANSFER

For transfers only, a **\$50.00 transfer fee** and **two (2) 1" x 1" color photographs** must accompany this form. **Only licensed qualifying agents and registered employees** (those who have received ID badges) may transfer. Qualifying agents may transfer only while holding an active license. **Applicants whose ID badges have NOT been issued and who go to work for another alarm company must file a new application, with appropriate application fee, completed set of fingerprint cards, and two (2) photos.** Refer to Policy 28 on reverse.

### INFORMATION ABOUT THE INDIVIDUAL WHO HAS TERMINATED OR TRANSFERRED: (INFORMATION REQUIRED)



Check one: ☐ **3302** - Designated Qualifying Agent ☐ **3302** - Qualifying Agent ☐ **3301** - Registered Employee

_____ Last Name	_____ First Name	_____ Middle Name	
_____ Home Address	_____ City	_____ State	_____ ZIP Code
_____ QA License / Employee Reg. Number	_____ Social Security Number	_____ Area Code + Home Telephone Number	

### INFORMATION ABOUT THE ALARM COMPANY FROM WHICH THE INDIVIDUAL HAS TERMINATED OR TRANSFERRED: (INFORMATION REQUIRED)

_____ Company Name			_____ Certification No.
_____ Company Address	_____ City	_____ State	_____ ZIP Code
_____ Date of Employment	_____ Date of Termination	_____ Reason for Termination	

### INFORMATION ABOUT THE ALARM COMPANY THE INDIVIDUAL IS TRANSFERRING TO: (TRANSFERS ONLY)

_____ Company Name			_____ Certification No.
_____ Company Address	_____ City	_____ State	_____ ZIP Code
_____ Telephone No.	_____ Individual's Position / Job Title		
_____ Date of Employment	_____ Name of Supervisor		

**AUTHORIZATION: Signature Required for all Terminations and Transfers**

Printed Name

and

Signature of Designated Qualifying Agent

Date Signed

**➔ TO TRANSFER YOU MUST COMPLETE ALL SECTIONS OF THIS FORM ➔**  
**SEE BACK FOR ALARM SYSTEMS CONTRACTORS BOARD POLICIES #28 and #33**

## **TENNESSEE ALARM SYSTEMS CONTRACTORS BOARD**

### **POLICY #28**

### **TRANSFERS, OPEN APPLICATION TRANSFERS, REGISTERED EMPLOYEES WHO WORK FOR MORE THAN ONE COMPANY**

An applicant for Alarm Contractor Employee Registration or Qualifying Agent License is not eligible to transfer to another Alarm Contracting Company while still under application. An applicant for Employee Registration or Qualifying Agent who does not complete the application process to become an active registrant or licensee prior to changing alarm contracting companies will be required to reapply and should submit a new application under the new alarm contracting company employer, along with the appropriate application fees, fingerprint cards, and photos.

Qualifying Agent applicants who, prior to issuance of their license, change from an alarm contracting company to "Independent" or from "Independent" to an alarm contracting company will be eligible to transfer during the application process by submitting a completed transfer form without the \$50 transfer fee. This transfer of an Qualifying Agent application will be allowed only one (1) time. Should additional transfer be requested a new application and fees will be required.

Should a company with Active Registered Employees and Qualifying Agents be acquired, and a new application for the company is submitted due to this change in ownership, the new company must submit completed transfer forms with the required \$50 transfer fee and photos for the Registered Employees and Qualifying Agents of the previous alarm contracting company whom they intend to keep on staff, and these individuals' license or registration will be transferred to the new company and issued new identification badges.

Should a company with pending applicants for Employee Registration or Qualifying Agent be acquired, and a new application for the company is submitted due to this change in ownership, the new company may submit completed transfer forms without the \$50 transfer fee for the applicants of the previous alarm contracting company, and the open applications will be transferred to the new company as applicants.

An "Active" Qualifying Agent or Registered Employee who voluntarily changes employment to another Alarm Contracting Company must submit a completed transfer form, two (2) photos and the required \$50.00 transfer fee.

Any Registered Employee who works for more than one alarm contracting company must submit a completed application, with all required documentation and fees, for Employee Registration with each company they are employed by, and a separate identification badge will be issued under each company employer.

*This policy adopted by the Tennessee Alarm Systems Contractors Board on January 13, 2000.  
Revised 06/07/01*

### **POLICY #33**

### **DESIGNATED QUALIFYING AGENTS TO NOTIFY COMPANY OWNER UPON FILING OF TERMINATION/TRANSFER**

A Designated Qualifying Agent for an alarm systems contractor must, within thirty days of leaving the employment of such contractor, forward to the owner, president or registered agent of the contractor a copy of the termination/transfer form required to be filed with the Board. This policy shall only apply where the Designated Qualifying Agent is not an owner or the president of the alarm systems contractor for whom he/she serves as designated qualifying agent.

*This policy adopted by the Alarm Systems Contractors Board on September 7, 2000*

### **POLICY #37**

### **TERMINATION NOTICES**

All termination notices notifying the Board of Registered Employee terminations must be in writing and must be filed with the Board office within thirty (30) days of said termination.

*This policy adopted by the Alarm Systems Contractors Board on September 29, 2000.*

*Rev 04/05/06*